

Request For Statement of Qualifications (SOQ)

Engineering and Design Services For the West Fort Bend County Regional Water Treatment Facility

August 22, 2010

Introduction

The City of Rosenberg and the City of Richmond (Cities) request the submission of Statement of Qualifications (SOQ) from invited engineering Proposers leading to the possible award of a contract to provide professional services related to engineering and design of a new 5.0 million gallon per day (MGD) with future expandability to 12 MGD Regional Water Treatment Facility (RWTF), the “Project”. The Project will be divided into four phases: Project Review, Preliminary Engineering, Final Engineering Design, and Construction Administration. The Cities intend to enter into one (1) contract with one (1) professional service provider, pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 TAC 9.30-9.43, to provide engineering consulting services for preparing a project review report and the preliminary engineering report at this time. The Cities reserve the right to award Phase III and Phase IV of this Project to the firm who is selected for Phase I service or to any other qualified firm(s).

Background

Due to long-term pumping of groundwater in Fort Bend County (County), concern has grown over declining water table levels and resulting land subsidence. The Fort Bend Subsidence District (FBSD) was created in 1989 to address these problems. It was determined that significant reductions in ground water consumption could be accomplished only by conversion from groundwater to surface water sources. In 2003, the FBSD adopted a Regulatory Plan to establish a policy for groundwater use regulation to control subsidence on a regional basis. The County was divided into three sections, each with a schedule for surface water conversion. The City of Rosenberg and the City of Richmond lie within the FBSD Regulatory Area A, Richmond/Rosenberg Sub-Area, which requires a 30 percent reduction in groundwater withdrawals by the year 2015 and a 60 percent reduction by year 2025. Failure to achieve the goals set by the FBSD will result in the assessment of “Disincentive Fees” for the continued pumping and use of groundwater.

To meet the mandated groundwater reduction requirements, the City of Rosenberg and the City of Richmond have decided to construct a new surface water treatment plant, which will utilize the Brazos River as a raw water source. The City of Rosenberg has entered into a contract with the Brazos River Authority to purchase up to 4,500 acre feet, annually, of raw surface water. The City of Richmond also has a contract with the Brazos River Authority for the option to purchase up to 2,932 acre feet, annually, of raw surface water.

For this Project, the plant will have a capacity of 5.0 MGD and will be in operation by September 2015. The plant will likely be expanded to 12 MGD by the year 2025.

Project Objective

The objective of the Project is to engineer and design a Regional Water Treatment Facility (RWTF) in which an acceptable treatment process of surface water will be selected to ensure flexibility in compliance with future regulations and to provide the Cities' customers with the best possible water. Bench-scale and pilot-scale studies are required to determine best advanced treatment technology to address potential water quality problems, future regulation compliance, surface water and groundwater blending issues. The Cities are very interested in innovative design components that may improve the quality of treated water delivered to customers and reduce electric and chemical costs. A detailed scope of service is described below.

Proposer

EPA Grant Funds will subsidize a portion of this Project therefore, the successful Proposer should be able to comply and adhere to Federal guidelines and requirements applicable under the regulatory authority of the EPA Regulations set forth in 40 CFR PART 31.

The intent is to ensure that a proper level of professional involvement is available for the responsible, expeditious, efficacious, and accurate performance of engineering and design and other related services with minimal participation by Cities' personnel and resources.

The successful Proposer shall provide all necessary personnel, materials, and equipment to provide the services described in this Request For Statement of Qualifications ("SOQ").

The Cities intend to enter into a service contract for the completion of final construction drawings for the RWTF within 36 months. The scope of services, schedule, and compensation for each work assignment will be authorized as the Project proceeds.

All work to be performed in accordance with the current standards of the:

- Americans with Disabilities Act (ADA)
- Code of Federal Regulations (CFR)
- National Environmental Policy Act 1960 (NEPA)
- Texas Commission on Environmental Quality (TCEQ)

Any service contract or contracts awarded under this Request for Statement of Qualifications are expected to be funded in part by a grant from the United States Environmental Protection Agency (EPA). Neither the United States nor any of its departments, agencies, or employees is or will be a party to this Statement of Qualifications or any resulting contract. Any EPA-assisted service contracts must include the EPA Region 6 Model Contract Clause and shall control where a conflict arises with other contract provision. This procurement will be subject to EPA regulations contained in 40 CFR 31.

Scope of Services

Among the tasks to be considered include but are not limited to the following:

1. Review of the West Fort Bend Surface Water Preliminary Engineering Report

- A. Complete a review of the West Fort Bend Surface Water Preliminary Engineering Report prepared by CDM in July 2007.
- B. Complete review of the recommended Regional Water Treatment Facility (RWTF) site.
- C. Update construction costs estimates.
- D. Review plans for new surface water treatment plants in Fort Bend County.

2. Bench-Scale and Pilot-Scale Studies

The Proposer shall be required to develop all information necessary for the bench-scale and pilot-scale study planning, design, equipment procurement and assembly, operation, data analysis, and report preparation. Specific tasks shall include the following:

- A. Bench-Scale and Pilot-Scale Testing Protocol Development
 - Develop a testing protocol to meet the Project objectives and to meet the requirements of the Texas Commission on Environmental Quality (TCEQ), including type and length of each test.
 - The protocol will be reviewed by the Cities and delivered to TCEQ.
 - One meeting with TCEQ to discuss the protocol and ensure compliance with all applicable TCEQ requirements and guidance.
- B. Pilot Testing RFP Development and Evaluation
 - Develop a Request for Proposal (RFP) for testing equipment.
 - Evaluate the proposals and discuss the evaluations with the Cities.
 - The Proposer and the Cities will select manufacturers (minimum of two, maximum of five) for the pilot testing, and the Proposer will assist the selected manufacturers with the start-up and testing of the pilot facilities.
- C. Bench-Scale and Pilot-Scale Testing
 - Develop testing configuration, i.e., feed water piping, pretreatment/chemical addition, bypass piping, and sludge/concentrate disposal.
 - Submit a Process & Instrumentation Diagram (P&ID) for the proposed pilot testing configuration to the Cities for review and approval. Valves, instruments, equipment, and sample points shall be uniquely numbered so that all items can be specifically referenced in the testing protocol and PER.
 - Supply and install all necessary pilot testing components for a fully functional pilot testing operation. The pilot unit design and all equipment shall be sufficiently robust such that it can achieve the run time required in the TCEQ guidance documents for pilot testing.
 - Conduct the bench-scale and pilot-scale testing to confirm the technological feasibility of the various systems, obtain operational and water quality data that

- Perform any necessary turbidity, chloride, or taste and odor spiking that is required to show adverse conditions.
 - Conduct monthly progress meeting with the Cities' staff.
 - Perform testing of existing ground water supplies and Brazos River water to determine compatibility for blending.
- D. Evaluate Testing Data and Report Preparation
- Review and evaluate the bench-scale and pilot-scale testing results.
 - Provide recommendation of selected treatment process to be used for the full scale surface water treatment plant PER.

3. Preliminary Engineering Design

- A. Design Criteria
- Define the design criteria that will be used to size process units and major equipment. The criteria will be based on current and anticipated regulatory requirements, raw water quality, and bench-scale and pilot-scale testing results.
- B. Preliminary P&IDs
- Define the individual unit processes and major equipment with preliminary P&IDs (process and instrumentation drawings). The P&IDs will be CADD drawings that include process equipment, pipe, valves, and primary field elements. The preliminary P&IDs will not include supervisory control function.
- C. Selection of Major Equipment
- Select the RWTF major equipment components required for the proposed facility, based on the design criteria and the unit processes identified. A major equipment list will be prepared and a vendor quote will be obtained for each component.
- D. Conceptual Layout of Individual Facilities and Processes
- Prepare a conceptual layout for all the unit processes and major structures. The information will be presented as a plan and one composite section for each unit process.
 - Evaluate raw water intake options.
- E. Evaluate forebay storage and sludge disposal options.
- F. Conceptual Site Plan
- Prepare a conceptual site plan with building layouts, access roads, major yard piping, and major drainage considerations.
- G. Survey and Geotechnical Service
- Provide survey and geotechnical services to the entire Project.

- H. Structural Components
 - Utilizing the concept drawings to develop RWTF structural component costs. The structural costs will be based on soil conditions obtained from the geotechnical testing.
- I. Electrical and Instrumentation Components
 - Utilizing the concept drawings to develop RWTF electrical and instrumentation component costs. The electrical costs will be based on a single line diagram, built from the major equipment list. Instrumentation costs will be developed based on estimated number of input/outputs as defined in the preliminary P&IDs.
- J. Planning and Layout of Future Plant Expansions
 - Provide planning and preliminary layout for the RWTF expansion and future phases.
- K. Surface Water and Groundwater Blending Strategy
 - Recommend blending strategy based on bench-scale and/or pilot-scale testing results to address potential water quality and pipe line corrosion issues.
- L. RO Brine Disposal Alternative Assessment
 - If RO treatment process is recommended, provide RO brine disposal alternative assessment.
- M. Engineer's Estimate of Probable Construction Cost
 - Conduct estimate of probable construction costs of the Phase I RWTF. The estimate will include appropriate line items and breakdown information. Price escalation factors will be applied to the construction costs based on an estimated construction date and the best available construction cost projections.
- N. Coordinate the Project with staff of both Cities with regular meetings to update the staff on the progress of the study and review Project issues and address all comments from staff.

4. U.S. Army Corps of Engineers Permit Applications

- A. Prepare and submit wetland permit application if required.
- B. Prepare and submit any permit application related to river intake facility.

5. Final Engineering Design

- A. Conduct final engineering design for the selected treatment processes
 - Prepare plans, specifications, bid documents, and contract documents for all necessary components for the RWTF.
 - Prepare a Grading and Drainage Plan for entire Project site.
 - Conduct a complete site layout to include provisions for future expansion.

- B. Prepare Construction Storm Water Pollution Prevention Plan.
- C. Prepare and submit TCEQ Permit Application.
- D. Obtain approval of all agencies required for the RWTF.
- E. The plans and specifications shall be prepared in accordance with the following steps:
 - A 30 percent set of plans and specifications shall be developed. A cost analysis update shall be performed. At the completion of the 30 percent design and cost analysis update, a review meeting with the Cities shall be conducted.
 - A 60 percent set of plans and specifications shall be developed. A cost analysis update shall be performed. At the completion of the 60 percent design and cost analysis update, a review meeting with the Cities shall be conducted.
 - A 90 percent set of plans and specifications shall be developed. A cost analysis update shall be performed. At the completion of the 90 percent design and cost analysis update, a review meeting with the Cities shall be conducted.
 - Following the detailed QA/QC review, the plans and specification shall be developed to 100 percent completion. All cost estimates shall be projected to the midpoint of construction.
- F. Prepare and evaluate Operation and Maintenance cost estimates for the RWTF.
- G. Prepare updated wholesale water costs report.
- H. Prepare an overall life cycle cost for the RWTF.

6. Coordinate the design of the RWTF to fully integrate all Project components including transmission lines and interaction with related Cities' water systems.

7. Construction Phase Services

- A. The project delivery method for this Project has not been decided. The Cities are currently investigating alternative construction delivery methods. The selected Proposer will assist the Cities in evaluating and selecting the most feasible and cost effective delivery method for this Project.

8. Insurance. The Statement of Qualifications will acknowledge the insurance requirements for the project and explicitly state that, if selected, Offerers will provide poof of insurance and will procure and maintain the following types and amounts of insurance for the duration of the Project.

- A. Worker's Compensation Insurance as required by law,
- B. Employer's Liability Insurance in the amount of \$1,000,000,
- C. Commercial General Liability Insurance of \$1,000,000 combined single limit for personal injury and property damage, and \$2,000,000 General Aggregate,

- D. Automobile Liability Insurance of \$1,000,000 combined single limit bodily injury and property damage covering all vehicles, including hired cars, owned and non-owned vehicles, and,
- E. Professional Liability (E&O) Insurance in the amount of \$1,000,000.

The commercial general liability insurance must include contractual liability coverage including coverage for any indemnities. Owner shall be named as an additional insured on the commercial general liability and automobile liability policies. Certificates of Insurance listing the owner as an additional insured will be furnished before any services are performed. The Certificates will provide for thirty (30) days written notice prior to cancellation or modification of the insurance.

9. Equal Opportunity in Employment: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. All service providers on this work will be required to comply with the President's Executive Order No. 11246, as amended.

10. The service provider shall not discriminate on the basis of race, color, national origin or sex in the performance of this service contract. The provider shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of service contracts awarded under EPA financial assistance agreements. Failure by the provider to carry out these requirements is material breach of this service contract which may result in the termination of this contract or other legally available remedies.

The Submittal

In order to be considered, firms must comply with the following submittal requirements; failure to do so may result in disqualification from consideration. Interested firms will submit eight (8) bound copies, one (1) unbound copy, and eight (8) electronic copies of their Statement of Qualifications no later than **10:00 a.m., Wednesday, September 15, 2010**. Font size should be at least 12-point.

Physical Delivery: City of Rosenberg
City Secretary
2110 Fourth Street
Rosenberg, TX 77471

Mail Delivery: City of Rosenberg
City Secretary
P.O. Box 32
Rosenberg, TX. 77471

Questions regarding this Request for Statement of Qualifications must be submitted via e-mail no later than 3:00 P.M., Friday, September 10, 2010. The contact for said questions is John Maresh, Assistant City Manager, at e-mail address: johnm@ci.rosenberg.tx.us.

A Pre-Submittal informational meeting will be held **at 10:00 a.m., Wednesday, September 1, 2010** at Rosenberg City Hall located at 2110 Fourth Street in Rosenberg.

Lobbying is prohibited.

Content of Response

The Proposer's response shall contain the following information:

1. An overall introduction, including a statement of the Proposer's understanding of the Project.
2. Provide Proposer's project approach, stating an understanding of the work to be done, the commitment to perform the work within the time period identified, and a statement why the firm believes it to be the best qualified to perform the engagement.

An individual authorized to negotiate for the Proposer shall sign the response. It must include the name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company, and also who may be contacted during the period of SOQ evaluation. Verification of the authorization shall be provided.

3. Identify and provide resumes of key staff, the principal supervisory and management staff and their location, including partners, managers, other supervisors and specialists, who would be assigned to the Project. Indicate whether each such person is registered or licensed to practice in Texas. Include an organizational chart of the project team and who will perform the work on all elements of this Project. Include the specific staff members of any sub-consulting firms that will be assigned to this Project.

Responses shall also include the following statement. "(Proposer) ensures that listed project manager shall be the project manager on the Project and shall not be replaced without the written consent of the Cities."

The Proposer's project engineer should have completed at least one plant design for a municipality in the last five years where new capacity added was at least 5 MGD.

Proposers and firm specialists mentioned in response to this request for SOQ can be changed only with the express prior written permission of the Cities, which retains the right to approve or reject replacements.

Other project personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

4. Proposer shall provide a brief description of similar projects completed in the last five years with the following information: Client name, phone number, date of service provided, bid price, change order percentage. In addition, Proposer shall provide a spreadsheet listing of all surface water treatment plant designs (new or expansions) completed in the last ten years in Texas for municipalities by the following categories:
 - a. Less than 5 MGD
 - b. Between 5 MGD and 10 MGD
 - c. Larger than 10 MGD

5. For the firm's office that will be assigned responsibility for the Project, list the most significant projects (maximum seven) performed in the last five years that are similar to the engagement described in this request for SOQ.
6. Proposer should list the following as references:
 - a. Five municipal references (different cities) for Proposer led water treatment facility designs.
 - b. Indicate the scope of work, date, engagement partners, the original estimate and final cost, within the time constraints, the name and telephone number of the principal client contact.
7. The response should identify and describe any anticipated potential Project problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Cities.
8. The Statement of Qualifications shall be precise and specific to this Project.

Selection Process and Project Schedule

The Cities reserve the right to reject any and all SOQs to waive any and all formalities and to accept the one deemed most advantageous to the Cities. Submittals received after the deadline will be returned unopened. The RRLGC Board of Directors shall serve as the Selection Committee and will review response material and score the submittals. Firms with the highest ranked SOQs may be invited to make formal presentations of their qualifications at the direction of the RRLGC Board.

The Cities reserve the right to determine which qualifications best serves the Project and its customers. While the selection of a Proposer is anticipated, it is not guaranteed.

A. Review of Statement of Qualifications

The RRLGC Board will use a point formula during the review process to score SOQs.

The RRLGC Board reserves the right to retain all SOQs submitted and use any idea in a SOQ regardless of whether that SOQ is selected.

B. Evaluation Criteria

Firms meeting the mandatory criteria will have their SOQs evaluated and scored for technical qualifications. SOQs will be evaluated on a point formula criteria. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm is licensed to practice in Texas.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for either City and the RRLGC.

- c. The firm adheres to the instructions in this request for SOQ on preparing and submitting the SOQ.

2. Technical Quality: (Maximum Points - 100)

- a. Expertise and Experience (Maximum Points - 40)
 - (1) The firm's past experience and performance on comparable government projects.
 - (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- b. Project Approach (Maximum Points - 40)

Adequacy of Project methodology.
- c. Conformance with Request for Statement of Qualifications requirements (Maximum Points -10)
- d. References (Maximum Points -10)

C. Project Schedule

The following schedule is planned for the selection process for this Project. This schedule is subject to change.

- Pre-Submittal Meeting Wednesday, September 1, 2010 at 10:00 a.m.
- SOQ Submittal: Wednesday, September 15, 2010, by 10:00 a.m.
- Interviews and or presentations: To be determined
- Evaluate SOQs: Wednesday, September 29, 2010
- Conduct site visits of existing surface water treatment plants: To be determined
- Contract Negotiations: Wednesday, October 13 – Friday, November 5, 2010
- Contract Award by the RRLGC Board subject to EPA approval: November 9, 2010
- Submit Contract to EPA for Approval: November 10, 2010
- Contract Approved by Richmond Commission and the Rosenberg City Council

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date